

281064

# RECORDS CONTROL SCHEDULE - COMPTROLLER

O. B. P. A. M.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>OVERTIME AND LEAVE REPORTS</p> <p>Consists of tabulating machine lists that reflect the office code, allotment number, number of employees, leave used and overtime worked. These are used to prepare leave analysis reports.</p>	1.4	Temporary. Destroy after 3 years. Retire to Records Center at end of fiscal year.
4.	<p>REFERENCE MATERIAL</p> <p>Consists of Appropriation Bills 1947 - 1962, Public Works Appropriations, Management Bulletins, Government Accounting Manuals, Bureau of Budget and Treasury Department regulations, Bureau of Budget, Bulletins and Circulars, Hoover Commission Reports, House and/or Senate Transcripts Hearing Notes, Secretarial and Typist Guide materials, etc.</p>	13.3	Temporary. Destroy when revised, superseded or no longer needed.
5.	<p>OPERATIONAL PROGRAMS OF DD/P</p> <p>Consists of correspondence, memoranda, etc., used in the budgetary review and operation of DD/P operational programs.</p>	1.4	Temporary. Retain in office area as long as program is valid. Return to DD/P Programs and Policy Group all Superseded files.
6.	<p>FINANCIAL POLICY BUDGET COMMITTEE</p> <p>Consists of correspondence, memoranda, minutes etc., pertaining to this committee. This committee is the successor to the former Projects Review Committee. The Office of BPAM provides the Secretariat to this committee.</p>	1.1	Permanent. Disposal not authorized. Retain in office area 2 years, then transfer to Records Center.
7.	<p>REGULATORY ISSUANCES</p> <p>Consists of copies of Agency Regulations, Notices and Handbooks as well as Office of the Comptroller Notices and Instructions.</p> <p>a. Copies of CIA and CS Regulations, Notices Handbooks, etc.</p> <p>b. Copies of the Office of Comptroller or Budget, Program &amp; Analysis &amp; Manpower Office Notices, Regulations and Handbooks</p>	1.4 1.	Temporary. Destroy when revised, superseded or rescinded. Permanent. Disposal not authorized. Transfer to Records Center when revised, superseded or rescinded.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100090001-3 <b>E. CONGRESSIONAL BUDGET SUBMISSION</b>	<del>SECRET</del>	
	1. Consists of budget materials similar to those described in D. 2.	1.	Permanent. Retain in current files area 2 years after close of fiscal year, then transfer to Records Center.
	2. Abbreviated copy of above for Congressional Appropriation Committees 1962 - 1965.  Filed by Fiscal Year.	1.2	Permanent. Retain in current files area 2 years after close of fiscal year, then transfer to Records Center.
	3. Extra copies of pages (15 each) of current Congressional submission.	2.5	Temporary. Destroy upon preparation and printing of new budget.
	<b>F. BUDGET WORK PAPERS</b>  Papers used in the preparation of the Bureau of the Budget and Congressional submission:		
	1. Papers of importance needed to document background for final submissions.	.9	Permanent. Retire with appropriate fiscal year budget.
	2. Papers of temporary value that support final submissions.  Fiscal Years 1962, 1964, and 1965	1.0	Temporary. Destroy at close of fiscal year.
10.	<del>BUDGET ANALYSTS' WORKING PAPERS</del>  Consists of budget analysts working papers used in developing the agency's formal budget in support of financial management and budget execution. Included in this file are call for estimates, copies of budget submissions, schedules of estimates, amendments, salary tables, personnel on duty reports, current financial reports and related correspondence with Bureau of the Budget and offices of this agency.	28.5 <del>SECRET</del>	Temporary. Screen file annually. Remove and destroy papers no longer needed for current operation. Destroy all papers three years after close of fiscal year except papers of permanent value which should be transferred to Office of the Chief, Budget Office for incorporation with their permanent file.
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	<p>These files are segregated and administered by analysts having specific responsibility for one of the major agency components, DD/I, DD/P, DD/S&amp;T and DD/S. Files of each major component are case filed by individual offices.</p>		
11.	BUDGET ANALYSTS' REFERENCE FILE	19.8	Temporary. Destroy when revised, superseded or no longer needed for reference purposes.
	<p>Consists of a variety of materials used as reference by budget analysts in the development, analysis and execution of the agency budget. Included in this file are Budget Hearings, Congressional Records, Cost Center Tabulating Runs, Detail Reports of Personnel Services, Average Salary Tab Runs, Financial Code Symbols, Summary Obligations Reports and other related reference materials.</p>		
12.	BUDGET ANALYSTS' PROJECT FILE	3.	Temporary. Destroy 5 years after close of project. Screen files annually and destroy materials no longer needed.
	<p>Consists of case files developed for each project requiring budgetary analysis and/or financial administration. These projects include NIS Program, Gold Flow, Overtime, [REDACTED] New Building, [REDACTED]</p>		
13.	PROPRIETARY AND SUBSIDY PROJECT FILES	.4	Permanent. Retain in office area.
	<p>a. Comparative financial statements developed to assist in a comparative analysis.</p>		
	<p>b. Consists of general correspondence, Bureau of Budget instructions, retirement plans, financial statements, T/O's of project, work papers used in analysing the project and related materials used in administering the financial aspects of the project.</p>		
		4.5	Temporary. Destroy 6 years after close of fiscal year involved. Retain in office area 2 years after close of fiscal year involved; then transfer to Records Center.

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31.	<p><b>MANPOWER REFERENCE AND REPORTS FILES</b></p> <p>Consists of correspondence, memoranda, documents, etc., that are used by the Manpower Staff in performance of their mission. This file consists of copies of the Agency Budget, Personnel Statistical Review, Career Service, Recruitment and Separation and related data. The record copies of these are filed in other offices.</p>	.2	<p>Temporary. Destroy when revised, superseded or no longer needed for reference purposes.</p>
32.	<p><b>OFFICE MANPOWER FILES</b></p> <p>Consists of case files developed for each Agency office. These files contain correspondence and memoranda, between each office and the Manpower Staff, pertaining to requested ceilings, ceiling justifications, adjustment, and related data. These files are used as working control and administration of manpower activities.</p>	.8	<p>Temporary. Screen files annually. Destroy materials no longer needed for current operation.</p>

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	<p data-bbox="444 953 878 980">Approved For Release 2005/11/21 : CIA-RDP78-00077A000100090001-3</p> <p data-bbox="342 1010 591 1037"><b>D. DOCUMENT RECEIPT</b></p> <p data-bbox="339 1058 878 1136">Consists of copy of Form 615, used to reflect signature of recipient of classified documents delivered outside OBPAM.</p> <p data-bbox="355 1163 391 1205">F</p> <p data-bbox="407 1205 428 1247">1.</p> <p data-bbox="404 1289 428 1331">2.</p>	<p data-bbox="883 953 980 980">SECRET</p>	<p data-bbox="997 1064 1422 1092">Temporary. Destroy after 2 years.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19.	MAIL CONTROL FILES		
	A. LOGS (Secret and Below)		
	Consists of original copy of Form 311, Log Record, used to record the receipt, routing and dispatch of classified mail, both incoming and outgoing, with the exception of Top Secret. This form provides space for recording the subject, date, control number of the document and routing information.	.4	Temporary. Cut off at end of calendar year. Hold one year and destroy.
	Filed chronologically.		
	1959 - Current		
	B. LOG (TOP SECRET)		
	Consists of copy of completed log form. Used to record receipt, routing and dispatch of Top Secret material.	.1	Permanent. Disposal not authorized.
	Filed chronologically.		
	December 1963 - Current.		
	C. COURIER RECEIPT FILE		
	Consists of Courier receipts, Form 240, 240a. Used for transmitting classified material to other offices and to outside recipients.	.1	Temporary. Destroy when 3 months old.
	Filed chronologically.		
	April 1963 - Current.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP80-01000100090001-3 C. ALLOTMENT AND REQUISITIONING AUTHORITY JOURNAL		
	Consists of unvouchered form used as posting journal to reflect the amounts allotted to all Agency offices for fiscal year involved. This is for appropriated funds as well as working fund advances.	.3	Temporary. Destroy 2 years after close of fiscal year.
	D. ALLOTMENT LEDGER		
	Consists of unnumbered forms showing for each Agency office amounts allotted and/or requisitioning authority granted against amounts available. This is for appropriated funds as well as working fund advances.	.2	Temporary. Destroy 2 years after close of fiscal year.
	Fiscal Years 1962, 1963 and 1964.		
16.	EXPENDITURE REPORT BY COST CENTER AND OBJECT CLASSIFICATION		
	Consists of records which reflect distribution of payments of vouchered funds by sub-objects for each appropriation.	.6	Temporary. Destroy 2 years after close of fiscal year.
	1961 - Current		
17.	POSITION CONTROL REGISTER		
	Consists of one copy of each quarterly PCR for the period of one year.	2.	Temporary. Destroy 1 year after date of issue. Retain the latest 4 quarters.
18.	CONFIDENTIAL FUNDS REPORT		
	Consists of one copy of the monthly report reflecting the activity of unvouchered funds. Beyond the current fiscal year only one month, June, end of fiscal year, copy is retained.	.4	Temporary. Return to Office of Finance, Confidential Funds Division 2 years after close of fiscal year.
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	<p>c. Actual budget submission for these projects. The official copy is retained with the project by the appropriate DD/P area division.</p> <p>1962, 1963, 1964.</p>	1.8	Temporary. Destroy after 6 years. Hold in office area for 2 years after close of fiscal year involved; then transfer to the Records Center.
14.	ALLOCATION JOURNALS		
	<p>Consists of copies of advice of allocation Form 1047. Prepared by fiscal year and filed by major component and office thereunder.</p> <p>Fiscal Years 1962, 1963 and 1964.</p>	.5	Temporary. Destroy 2 years after close of fiscal year.
15.	ALLOTMENT FILES		
	A. ALLOTMENT ADVICES		
	<p>Consists of Form 716, Allotment Advice and Form 1658, Request for Allotment and/or Requisitioning Authority. Form 716 reflects amount allotted, or requisitioning authority granted to each allottee and is used as a control of appropriated funds and working fund advances. Form 1658 serves as a formal request from the allottee and as a convenient means for Budget Division Analysis.</p> <p>Filed by fiscal year and allotment numerically thereunder.</p>	2.5	Temporary. Destroy 10 years after close of fiscal year involved. Retain in office area 2 years after close of fiscal year, then transfer to Records Center.
	B. MONTHLY STATUS OF ALLOTMENTS		
	<p>Consists of tabulating listings that reflect obligations, expenditures and unobligated balance for both vouchered and unvouchered funds.</p> <p>Fiscal Years 1962, 1963 and 1964.</p>	1.6	Temporary. Destroy 2 years after close of fiscal year.
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